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Members Present: Mark Abolins, Murat Arik, Tammy Bahmanziari, Martha Balachandran, Kathryn Blankenship, Alan Boehm, Andrew Brower, Larry Burriss, William Canak, Laura Cochrane, Mamit Deme, Mark Doyle, Tricia Farwell, Justin Gardner, Joey Gray, Tim Greer, Tina Hall, Joshua Harms, Pippa Holloway, Robert Kalwinsky, Yang Kim, Paul Kline, Rachel Leander, Vanessa Lefler, Alfred Lutz, Preston MacDougall, Mary Martin, Scott McDaniel, David Otts, John Pennington, Ariana Postlethwait, Michael Principe, Deana Raffo, Jason Reineke, Lauren Rudd, Kristi Shamburger, Mary Ellen Sloane, Nat Smith, Donald Snead, Sherri Stevens, Michelle Stevens, Deborah Wagnon, Kristen West, Zhifu Yang

Members Absent: Don Aliquo, Tom Black, Christina Hiers, Michael Rice, Shane Smith

Members Excused: Cen Li, Terry Quinn, Saleh Sbenaty

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## Agenda

1. Roll Call: President Mary Martin called the meeting to order at 3:32 p.m. and acknowledged the presence of a quorum.

2. Larry Burriss moved to approve the minutes of the August 17, 2016 meeting. The motion was seconded and the minutes were approved by voice vote.

3. Report of Faculty Senate Budget

General operating	\$498.55
Travel	1,600.00
Foundation	475.16

Note: One factor affecting expenditures this year and in the future is the recent replacement of the phone lines in the Faculty Senate offices. Although the offices need only two lines, ITD indicated three lines must be installed, thus increasing future phone bills.

4. Election of faculty representative to MTSU governing board: Dr. Martin reminded that the Senate will meet on October 3 to elect the faculty representative, and suggested

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senators should start talking with faculty about the nomination process, although the nomination form would not be distributed to faculty until September 19, after conclusion of voting on ratification of the senate bylaws amendment. It is possible the October 3 senate meeting could replace the regularly scheduled meeting on October 17.

For the ratification voting, we sent emails to 1,053 faculty, and have received approximately 200 votes to date, of which 90% approve the ratification. Wendi Watts will send a reminder email to those who haven't voted, with a more relevant subject line than SurveyMonkey's default "we need your opinion."

Justin Gardner moved that "the Senate wait until we have ratification [of the bylaws change] before we solicit nominations; senators can talk with faculty about the process but should not have anyone complete a nomination form until after the ratification vote." The motion was seconded. Bill Canak called the question, which was seconded. The motion passed by a unanimous voice vote.

5. FOCUS Act policy revisions: Dr. Martin presented a motion for the Senate to adopt a resolution commenting on proposed revisions to MTSU policies related to the FOCUS Act. The resolution (see attachment) would provide comments on the revisions from the entire Senate, gathered in one document rather than submitted online through the FOCUS Act policy revisions web site. The resolution, previously approved by the Faculty Senate Steering Committee, consists of a definition of Faculty Work that is relevant to several MTSU policies and comments on seven specific policy revisions.

Discussion about the "Faculty Work" definition ensued, including questions about the impact of online teaching, expectations for faculty performance, and how the Steering Committee devised the standard that faculty would spend "a minimum of two days per week" on campus.

Justin Gardner proposed a friendly amendment, seconded by Larry Burriss, to reword the Faculty Work definition to read:

Faculty work is predominantly scholarly and creative as well as supportive and guiding; policies specifying a computation of mandatory hours lack rational reference to actual work. Faculty work cannot be adequately measured or valued simply in terms of time spent on-site. Faculty members contribute as researchers/scholars and mentors to meet the full requirements of their profession and their academic appointment. Faculty should be on-site for a sufficient time to participate in all phases of the professional duties for which they are accountable, including teaching, advising, research and service.

Approval of the amended definition passed by a unanimous voice vote.

Dr. Martin expounded on the remainder of the policy comments in the resolution. Larry Burriss moved that the Senate adopt the resolution, with the approved change to the definition of Faculty Work. Sherri Stevens seconded the motion. The resolution passed by voice vote.

6. Change in future senate meeting start time: Justin Gardner moved that senate meetings for the remainder of the academic year begin at 3:30 p.m. instead of 4:30 p.m. Larry Burriss seconded the motion. The motion passed by unanimous voice vote.

7. Dr. Martin announced a special called senate meeting at 3:30 p.m. on October 3 to elect faculty representative to the MTSU governing board. Vanessa Lefler moved to invite the nominees to speak to the Senate at the October 3 meeting. John Pennington seconded the motion. Lefler amended the motion to add that the Faculty Senate Steering Committee would decide how to organize the speakers at the October 3 meeting and how to solicit additional information from the nominees. John Pennington seconded the amendment. The motion passed by a voice vote.

8. Dr. Martin introduced Pippa Holloway as the newly elected senator representing the College of Liberal Arts (CLA). Dr. Martin then solicited nominations for two senators to serve as CLA representatives to the Faculty Senate Steering Committee. Pippa Holloway and Alfred Lutz were elected by a unanimous voice vote.

Mary Martin adjourned the meeting at 4:28 p.m.

Attachment: Proposed resolution defining faculty work and commenting on proposed MTSU policy revisions

Respectfully submitted,

Kristen West  
2016-2017 Faculty Senate Recording Secretary

## Faculty Senate Steering Committee Motion

The Faculty Senate Steering Committee discussed the following information and recommends that the Senate approve the following motion:

The Faculty Senate at MTSU wishes to make its position known regarding the following policies that are currently under public comment. These are not policy documents but convey the position of the Faculty Senate acting as the representative body of the Faculty regarding the policies as designated.

## Faculty Work Definition

Several policies address the definition of faculty as employees of the university for a variety of purposes – from benefits, to unemployment, to a variety of other purposes. The language referring to faculty is not consistent nor clear. Consequently faculty are labeled inconsistently for the purposes of the policy, which then conflicts with other policies when looked at across the breadth of the policy documents. The predominant policies which need coordination and attention include, but are not limited to:

TBR 5:01:01:00 Employment Classification  
MTSU IV:07:03 Hours of Work  
Tenure and Promotion Policies (not yet available for comment)

The following definition of faculty work should be considered when writing policy, especially any policy that defines work in terms of number of hours or time of day:

*Faculty work is predominantly scholarly and creative as well as supportive and guiding, policies specifying a computation of mandatory hours lacks rational reference to actual work. Faculty work cannot be measured or valued in terms of time spent. Faculty members contribute as research/scholars and mentors to meet the full requirements of their profession and their academic appointment. For these reasons, faculty members perform academic and university related tasks in a professional manner regardless of time required. Each faculty member will ensure that a minimum of two days per week are spent on-campus and that a substantial portion of that time occurs during the regular business hours of the campus offices. Distance learning and other electronic activities can replace and/or support the faculty on-site work; on the other hand, face-to-face contact is frequently necessary. Faculty should be on-campus for a sufficient time to participate in all phases of the professional duties for which they are accountable, including teaching, advising, research and service.*

## Policies needing attention:

The following policies need to be amended to follow current academic best practices already in place:

<b>TBR 5:01:01:00</b>	<b>Employment Classification</b>
	<ul style="list-style-type: none"> <li>Correct to include a category for faculty and other employee types, even if only as a sub-heading, and connect to relevant policies</li> </ul>
<b>TBR G-070</b>	<b>Records Retention and Disposal of Records</b>
	<ul style="list-style-type: none"> <li>Insert special category for academic records, grants, and personnel records that accurately reflect appropriate holding times. This includes final exam papers, comprehensive exams &amp; results, annual evaluations, pre-tenure review, promotion documents, and other cases as needed. <i>The policy needs to conform to academic practice.</i></li> </ul>
<b>MTSU I:03:04</b>	<b>Electronic Mail Acceptable Use</b>
	<ul style="list-style-type: none"> <li>Revision needed to allow communication between faculty and academic advisors; between students and faculty (especially online courses). Communications may involve both grades and on-going course performance as long as conducted through MTSU authorized email.</li> </ul>
<b>MTSU IV:07:03</b>	<b>Hours of Work</b>
	<ul style="list-style-type: none"> <li>Revision needed in order to be consistent with current practices; not consistent with best practices; not consistent between policies</li> </ul>
<b>MTSU IV:07:15</b>	<b>Performance Evaluation Reviews</b>
	<ul style="list-style-type: none"> <li>Policy needs to contain information for faculty regarding due process when faculty is in disagreement with evaluation.</li> </ul>
<b>MTSU IV:07:01</b>	<b>Nepotism</b>
	<ul style="list-style-type: none"> <li>Revision needed to contain up-to-date accepted national HR policies as expanded to cover current societal occasions equivalent to nepotism</li> </ul>
<b>TBR P-043</b>	<b>Compensation Reporting and Approvals</b>
	<ul style="list-style-type: none"> <li>Current draft has omitted references to approval requirements for athletic employees, coaches in particular.</li> </ul>

### Policies for Reinstatement:

The following policies have been deleted without cause; the deletion has potential negative impact on student welfare and/or on campus mission. These policies should be reinstated:

<b>MTSU III:04:00</b>	<b>Guidance and Counseling Center</b>
<b>MTSU III:07:00</b>	<b>Health Services</b>
<b>MTSU IV:04:06</b>	<b>Campus Post Office</b>